

State of Maryland Judiciary
ALTERNATIVE WORK SCHEDULES
 Request Form

Name	Date
Department	Location
Job Title	Status <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Manager	Date request submitted to manager

ALTERNATIVE WORK SCHEDULE OPTIONS (Select only one option)
 All employees must be present at work during the core hours of 9:00 a.m. - 3:30 p.m.
 employees may not schedule arrival time before 7:00 a.m. nor schedule a departure time later than 6:00 p.m.

Compressed Work Schedules

<i>Available to all employees</i> 4 ten-hour days = 40 hrs. 4 nine-hour days + 1 four-hour day = 40 hrs.	<i>Available to exempt employees only</i> 9/80: 1st Week: 4 nine-hour days + 1 eight-hour day 2nd Week: 4 nine-hour days + 1 day off
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Fixed Flex-Time Schedule

Available to all employees

Start Time: _____ End Time: _____

Describe your current schedule and the hours. List the hours worked, e.g. 8:00 to 5:00	Describe your requested AWS and hours. Remember your unpaid lunch time (enter ½ hour to 1 hour)																																																
Current Work Schedule	Requested Alternative Work Schedule																																																
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How will your proposed schedule sustain or enhance your ability to get the job done?

What potential barriers could your changed schedule raise with the following:

External Customers

Internal Customers

Co-Workers

Manager/Supervisor

<p>How do you suggest overcoming any challenges with these groups?</p>		
<p>Describe any additional equipment/expense that your AWS might require.</p>		
<p>Detail any short or long-term cost savings that might result from your new schedule to offset these expenses.</p>		
<p>What measurement would you propose for you and your manager to assess your performance under the requested AWS?</p>		
<p>What review process with your manager do you propose for constructive monitoring and improvement under your requested AWS?</p>		
<p>I understand that I may voluntarily change my AWS option on a quarterly basis in accordance with policy provisions.</p> <p>Further, I understand that my AWS may be revoked at any time for abusing the privileges of the program or for deficiencies in my performance, conduct or attendance.</p> <p>Employee's Signature _____ Date _____</p>		
<p>PART II: To be completed by Manager</p>		
<p style="text-align: center;">Request for Alternative Work Schedule Option:</p>		
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<p>Manager's Signature _____ Date _____</p> <p>Clerk of Court/AOC Unit Director's Signature _____ Date _____</p>		
<p>Copy of this form sent to AOC Human Resources on _____ <div style="text-align: right;">Date</div></p>		